HALLMARK
a quality standard scheme for village halls
Hallmark 1 achieved

OFFORD VILLAGE HALL MANAGEMENT COMMITTEE

ANNUAL GENERAL MEETING
Tuesday, January 19th, 2021

PRESENT:

Helen Bosworth **(Bookings Secretary)**	Sarah Cutworth **(Co-opted)**	Helen Ellis **(Secretary)**
John Gatward **(Chairman)**	Will Headen **(TOPS)**	John Kirby **(Treasurer)**
Rod Arnold **(Bowls)**	Kathy Millward **(Elected)**	Jenny Murby **(WI)**
Patrick Ruddy **(Elected)**	Angela Simpson **(Thursday Club)**	
Simon Young **(OC &ODPC)**	Marlene Alderman **(Senior Citizens)**	
Rebecca Davis-Marsh **(Member of the public)**		

John Gatward, chairman, welcomed everyone to the Meeting which was held virtually over Zoom.

1. APOLOGIES FOR ABSENCE

Nikki Mitchell sent her apologies for absence.
Organisations not represented, Brownies, TOTS.

2. MINUTES OF THE PREVIOUS AGM

The minutes of the AGM held on Tuesday November 26th, 2019, were taken as read, agreed by the Committee, but not signed by the Chairman as the meeting was virtual.

3. MATTERS ARISING

It was noted that the date of the AGM had changed to January 19th, 2021, this was due to the COVID-19pandemic and being in the third lockdown imposed by the Government.

4. CHAIRMAN'S REPORT

John G thanked all the trustees for their extra support during this difficult year. He said it had been very frustrating that due to the Pandemic we had to keep closing the hall.
He thanked:

- John K for keeping the finances on track and communicating with ACRE, HDC and the Insurance company to make sure we complied and obtained the grants to keep the finances secure.
- Helen B for the extra work involved with bookings due to all the closures. Also managing to continue to run 300+ Club assisted by Jenny.
- The team of people who worked with him to install the measures to make the Hall COVID-19 secure, Kathy, Patrick, and Helen E.
    - Fred for caretaking, maintenance and keeping the Hall clean.

- Helen E for her work as secretary.

John K thanked John G, as chairman, on behalf of the trustees for his enormous hard work over the year, keeping everything running smoothly.

5. TREASURER'S REPORT

John K reported that the accounts had been independently examined and certified by Val Seekings and were adopted at the last meeting. They had been sent to the Charity Commission.

6. TRUSTEES' ANNUAL REPORT

The Trustees' Annual Report is required by the Charity Commission, reporting on the previous year. The purpose is to help with future planning and outlines the financial risks involved. Trustees had already accepted the Annual Report after the last meeting, and it had been sent on their behalf.

7. ELECTION OF TRUSTEES

There were vacancies for 7 elected trustees, as well as the representatives from village organisations. Up to 5 co-opted trustees can be elected by the Management Committee.

The following were elected as trustees:

	Proposed by	**Seconded by**
Sarah Cutworth	Simon Young	Jenny Murby
John Kirby	Simon Young	Jenny Murby
Helen Bosworth	Simon Young	Jenny Murby
Kathy Millward	Simon Young	Jenny Murby
Patrick Ruddy	Simon Young	Jenny Murby
Helen Ellis	Simon Young	Jenny Murby
Rebecca Davis-Marsh	Simon Young	Jenny Murby

The following were appointed as trustees representing specific user groups:

Senior Citizens	Marlene Alderman
TOPS	Will Headen
WI	Jenny Murby
OC&ODPC	Simon Young
Thursday Club	Angela Simpson
Brownies	Vacancy
PCC	Jenny Murby
Bowls Club	Rod Arnold
Offord Gardeners	John Gatward
Offord Tots	Nikki Mitchell

The details of trustees will be sent to the Charity Commission.

8. DATE of the NEXT ANNUAL GENERAL MEETING

The next Annual General Meeting will be on Tuesday November 23rd, 2021 at 7.30 pm. in the Village Hall.